

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, February 2, 1962

A. Meeting called to order by Chairman Moles at 12 noon.

B. Roll Call: Present — Commissioners Herr, Reilly, Moles, Marshall, Kamins and King.

Absent—Commissioner Schraft.

C. Minutes of December 13, 1961, meeting were approved.

D. Report of Committees:

1. Ways and Means—No report.

2. Personnel and Salaries—No report.

3. Building and Properties—No report.

4. Operating and Policy—Commissioner King stated that her committee was engaged in study of rental rate structure.

5. Parking—No report.

6. Purchasing—No report.

7. Veterans—No report.

E. New Business:

1. Commissioner Reilly reported that Ways and Means Committee had met with Manager Ziogas for purposes of examining proposed budget of 1962-63 fiscal year and that all items were fully explained and discussed.

2. Motion made by Commissioner Marshall and supported by Commissioner Reilly

that proposed budget for 1962-63 be approved.

Carried.

3. A discussion following stressing the need of a contingency fund in the budget for emergency purposes.

4. Purchase Orders approved for: National Theatre Supply Co., \$394.41; A. A. Smith Ins. Agency, \$381.90; Schaberg-Dietrich, \$223.17; LaSalle Coca-Cola Btlg. Co., \$445.33; United Exterminators, \$232.35; Arens Sign Co., \$7,529.62; Michigan Company, Inc., \$284.12; Concession Supply Co., \$268.62; Board of Water & Light, \$6,174.93; Granger Construction Co., \$410.47.

5. Communication from Civic Center employees relative to Community Chest contributions was discussed.

No action was taken.

F. Announcements:

1. Next meeting to be held Wednesday, February 21, 1962, at 7:30 p.m., Second Floor, Police Building.

G. Adjournment:

1. Meeting adjourned at 12:30 p.m.

L. P. REILLY,
Secretary.

B/T

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, April 18, 1962

A. Meeting called to order by Chairman Moles at 7:30 p.m.

B. Roll Call:

Present: Commissioners Marshall, Moles, King, Herr, McRae and Reilly.

Absent: Commissioners Kamins and Schraft.

C. Minutes of February 21, 1962 meeting approved.

D. Report of Committees:

Committee Chairmen assigned portions of the Imeson report have completed major portion of assignment and will rapidly finalize them so that consolidated report can be presented to City Council.

1. Ways and Means:

Report not completed.

Personnel and Salaries:

Report not completed.

3. Buildings and Properties:

Report not completed.

4. Operating and Policy:

Report not completed.

5. Parking:

Report not completed.

6. Purchasing:

Report not completed.

7. Veterans:

Report not completed.

E. Unfinished Business

1. Operating and Policy Committee report proposed rental rate structure nearing completion for presentation to board for approval.

2. Commissioner Herr reported that restoration plans for the Con-Con facilities await further meetings with Con-Con officials.

3. In answer to a request from Spartan Rug Co., a motion was made by Commissioner Reilly and supported by Commissioner Herr that Board reaffirm its previous position regarding sales and deny request.

Carried.

4. No action has been taken on the resolution for Ex-Commissioner Schloff.

5. A communication from the Greater Lansing Rose Society was referred to the Buildings and Properties Committee.

F. Manager's Report:

1. Rental reports, Operating Statement and Budget Balance Sheets for February and March were presented.

2. Purchase Orders approved for: General Electric Supply, \$232.42; Coca-Cola Btlg. Co. of Michigan, \$750.90 and \$1,488.71; Adams Potato Chips, \$403.10 and \$309.83; Barbecue Hot Dogs, \$572.00; J. I. Holcomb Mfg. Co., \$216.00; G. B. Hebblewhite, \$1,524.00; Alfred C. Roth, \$285.00; Fuller Associates, \$625.00 and Board of Water & Light, \$6,396.55 and \$6,501.66.

G. New Business

1. A verbal request of the Convention and Visitors Council Director to

Manager Ziogas pertaining to relocation of office was referred to the Bldg. and Properties Committee.

2. Manager Ziogas commented on verbal request from the Spanish American War Vets Auxilliary to occupy main floor meeting rooms permanently. Motion by Commissioner Marshall, supported by Commissioner McRae to deny request was carried.
3. A motion by Commissioner Marshall supported by Commissioner Reilly denying request for installation of sound-proof wall in Tax Commission Office was carried.
4. A request by Michigan United Fund for moving of partition in offices was referred to Bldg. and Properties Committee for final action.
5. The matter of rental refund to Con-Con for vacated facilities was referred to Building and Properties Committee.
6. Building and Properties Committee was instructed to consult with Con-Con President Stephen Nisbet relative to closing date of session. Civic Center Manager to be advised of date.
7. A letter from Kim Jepson of the Chamber of Commerce was acknowledged.
8. Manager Ziogas commented on problem of school children loitering in building. No action was taken pending further study.
9. A report by the Committee of the Whole on the Civic Center Audit conducted by Roger Imeson was read. Rules and regulations governing catering were included. Motion made by Commissioner Reilly and supported by Commissioner King that copy of report be accepted and copy forwarded to City Council.

Carried.

10. The following communication from Manager C. A. Ziogas was read:

April 18, 1962.

Chairman Lloyd J. Moles

Civic Center Board

Lansing, Michigan

Dear Mr. Moles:

After serving as the only manager of the Civic Center since February, 1955, it is with deep regret that I wish to offer my resignation and that it be effective July 1, 1962, with your approval.

I have indeed been privileged with the aid of an excellent staff, together with many fine board members, to serve the taxpayers of Lansing and attain some of the high goals as envisioned by the original board.

It is my hope and desire that greater success for the Civic Center will be achieved in the near future years.

Respectfully submitted,

CHARLES A. ZIOGAS,
Manager.

A motion was made by Commissioner Reilly and supported by Commissioner King to accept the resignation of Manager Ziogas with regret and the Board go on record as highly recommending Charles A. Ziogas' ability to anyone seeking his services.

Carried.

H. Announcements

1. Next meeting May 16, 1962, at 7:30 p.m.

I. Meeting adjourned at 9:00 p.m.

Secretary.
L. P. REILLY,

C/P

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, May 17, 1962

A. Meeting called to order by Chairman Moles at 7:30 p.m.

B. Roll Call:

Present: Commissioners Marshall, Moles, Herr, McRae and King.

Absent: Commissioners Kamins, Schraft and Reilly.

C. Minutes of April 18, 1962, meeting approved.

D. Report of Committees:

1. Ways and Means:

No report.

2. Personnel and Salaries:

No report.

3. Building and Properties:

Commissioner Herr commented on May 17th meeting with Con-Con officials and Director of Public Service, Collins Thornton. Committee instructed to draft terms of restoration agreement with assistance of City Attorney and Barnard Apol of Con-Con staff. Copies of agreement to be supplied all Board members. It was recommended that agreement specify restoration of partition in Civic Center Board Room. Comments of Commissioner King on relocation of State Tax Commission office on third floor were followed by motion by Commissioner McRae, supported by Commissioner Herr to move partition on west side of third floor.

Carried.

4. Operating and Policy:

Commissioner Herr remarked on progress of new catering agreement.

5. Parking:

No report.

6. Purchasing:

No report.

7. Veterans:

No report.

E. Unfinished Business:

1. Commissioner Herr commented on progress of report being compiled regarding recent audit.

2. Operating and Policy Committee requested to complete study and recommendations for new rental rate structure as soon as possible.

3. Covered in committee reports.

4. Resolution for ex-Commissioner Schloff in hands of Commissioner Herr for presentation at next meeting.

F. Managers Report:

1. Rental Reports, Operating Statement and Budget Balance Sheets for April presented.

2. Purchase Orders approved for: Eaton Lithograph Co., \$559.05; Schaberg-Dietrich Co., \$277.53; The Monroe Co., \$255.00.

G. New Business:

1. A communication from City Controller Gerald Loneran regarding electric light bulb contract for all City departments was read.

2. Chairman Moles recommended that Board arrange interviews for applicants of Assistant Maintenance Man IIB position. Civic Center Maintenance Man H. Kolb also assist. Chairman Moles appointed Commissioner McRae to act as chairman of special committee, assisted by Commissioners King and Herr, to screen applications received for position of Civic Center Manager. Committee to select top three or four applications and confer with Personnel Director D. J. Bodwin on qualifications, etc.

3. Civic Center Assistant Manager requested to obtain opinion from City Attorney as to legality of collection of corkage charges on beverages at Civic Center.

4. A discussion on dishware situation resulted in tabling of any action until special meeting for that purpose.

H. Announcements:

1. Next meeting June 20, 1962, 7:30 p.m., Second Floor Police Building.

I. Meeting adjourned 9:30 p.m.

L. P. REILLY,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, June 20, 1962

A. Meeting called to order by Chairman Moles at 7:30 p.m.

Comm. of City Council relative to change in lease.

B. Roll Call:

Present—Commissioners King, Kamins, Moles, Herr, McRae and Reilly.

Absent—Commissioners Marshall and Schraft.

C. Minutes of May 17, 1962, meeting were approved.

5. Parking:

Comm. Reilly reported on studies being conducted pertaining to parking lot operation.

Motion by Comm. Kamins and supported by Comm. McRae authorizing Parking Lot Chairman and Committee to hold a meeting with interested parking lot operators and obtain proposals was carried.

D. Report of Committees:

1. Ways and Means:

No report.

6. Purchasing:

Comm. Moles advised Board that Civic Center management was working on specifications as required under purchasing policy.

2. Personnel and Salaries:

Comm. McRae reported that 16 applications for position of Civic Center manager were on file and would be screened down to 3 or 4 best qualified ones. City Personnel Director Dan Bodwin to assist in investigation or interviews of top 3 or 4 applications.

7. Veterans:

No report.

3. Building and Properties:

Comm. Herr commented on progress of Con-Con restoration.

E. Unfinished Business:

1. Resolution for ex-Comm. Schloff reported as not ready for presentation.

2. Small Auditorium restoration discussed under committee reports.

Motion by Comm. Reilly, supported by Comm. McRae, giving Building and Properties Committee complete authority on manner of utilizing back drop material used on north wall of Constitution Hall.

Carried.

F. Manager's Report:

1. Rental Report, Operating Statement and Budget Balance Sheet for May presented.

4. Operating and Policy:

Comm. King reported on plan to relocate portion of State Tax Office on third floor of Office Bldg. Advised to consult with Building and Properties

2. A motion was made by Comm. McRae and supported by Comm. King that all outside promoters renting Civic Center facilities for paid admission events must pay full rental

charge no later than first intermission period.

Carried.

3. Purchase Orders approved for:

Board of Water & Light, \$3,720.00 and \$3,106.34; Coca-Cola Btlg. Co. of Michigan, \$473.70; Globe Vise & Truck Company, \$450.00; Refrigeration & Equipment Supply Company, \$281.33; A. A. Smith Insurance Agcy, \$372.76.

G. New Business:

1. It was moved by Comm. Reilly and supported by Comm. Kamins that City Attorney be advised Civic Center Board and Mgr. Ziogas have received no report of accident involving Mrs. Lena Wageman at Civic Center.

Carried.

2. A motion was made by Comm. King and supported by Comm. McRae to amend Section 1 of Rules of Procedure of Civic Center Board from 'a chairman, vice chairman and secretary shall be elected annually at

the Board's first meeting in July,' to read, 'a chairman, vice chairman and secretary shall be elected at the Board's regular meeting in June' was Carried .

3. Officers for the 1926-63 fiscal year were elected as follows:

Chairman Evelyn King

Vice Chairman L. P. Reilly

Secretary Ernest Kamins

4. It was moved by Comm. Reilly and supported by Comm. Kamins that resolutions of appreciation and commendation be prepared for Comm. Moles and Mgr. Ziogas for past service to the Civic Center.

Carried.

H. Announcements:

1. Next meeting July 16, 1962, 7:30 p.m., second floor, Police Building.

- I. Meeting adjourned at 9:30 p.m.

L. P. REILLY,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 17, 1962

A. Meeting called to order by Chairman King at 7:30 p.m.

B. Roll Call:

Present: Commissioners Kamins, King, Pickett, Neller, McRae and Wilkinson.

Absent: Commissioners Reilly and Herr.

C. Minutes of June 20, 1962, meeting approved.

D. Report of Committees:

1. Ways and Means—No report.
2. Personnel and Salaries—No report.
3. Building and Properties—Comm. McRae explained two plans discussed with Tax Office personnel regarding third floor office space. Motion by Comm. McRae and supported by Comm. Kamins to move partition in west side room to conform with desired floor area was carried.
4. Operating and Policy—No report.
5. Parking—A meeting of this committee and local parking lot operators is scheduled July 23, 1962, 7:30 p.m. at the Civic Center.
6. Purchasing—No report.
7. Veterans—No report.

E. Unfinished Business:

1. Schloff resolution not completed.
2. A motion by Comm. Kamins and supported by Comm. McRae that the Board adopt the new rental rate structure as prepared by the Operating and Policy committee and recommend that the City Council approve same at the July 23, 1962, meeting was carried.

3. A discussion of disposition of equipment on north wall of Small Auditorium left by Con-Con resolved in no action.

F. Managers Report:

1. Rental Report, Operating Statement and Budget Balance Sheet for June were presented.
2. Assistant Manager VerPlanck commented on denial of parking request in City Hall basement. Board recommended that Civic Center rely on Police Dept. service for sending deposits to City Hall.
3. Board stated no requests had been received from Council of Vets Organizations for office space in Corridor C.
4. Service awards for past Board members have been prepared for signatures.
5. Board members and VerPlanck discussed procedures of receiving bids on services and purchases.
6. A motion was made by Comm. McRae and supported by Comm. Pickett that Acting Mgr. VerPlanck represent the Civic Center at I.A.A.M. Convention in San Francisco July 24 thru 27, 1962.
7. A communication from City Controller re Concession Inventory was read and referred to Purchasing Committee.

G. New Business:

1. Chairman King commented on work project of marking new equipment and checking old equipment for inventory identification as suggested in audit.
2. The following committees were established for the 1962-63 fiscal year:

a. Building and Properties.
Operating and Policy—Chairman
Herr, McRae, Neller, Kamins.

b. Parking—Chairman Reilly, Wil-
kinson, Neller.

c. Personnel and Salaries—Chairman
McRae, Pickett, Kamins, Reilly.

d. Purchasing—Chairman Kamins,
Neller, Wilkinson.

e. Veterans—Chairman Wilkinson,
Reilly, Pickett.

f. Ways and Means—Chairman Nel-
ler, Pickett, Herr.

H. Next Meeting Wednesday, August 22,
1962, 7:30 p.m.—second floor Police
Building.

I. Meeting adjourned 9:30 p.m.

E. L. KAMINS,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, August 21, 1962

A. Meeting called to order by Chairman King at 7:30 p.m.

B. Roll Call:

Present—Commissioners King, McRae, Kamins, Pickett, Neller, Herr, Wilkinson.

Absent—Commissioner Reilly.

C. Minutes of July 17, 1962, meeting approved.

D. Report of Committees:

1. Building & Properties Operating & Policy—Report covered under unfinished business.

2. Parking—Commissioner Wilkinson reported on recent meeting conducted by Parking Committee with local parking lot operators.

3. Personnel—Report covered under new business.

4. Purchasing—Commissioner Kamins commented on bid letting procedures.

5. Veterans—No report.

6. Ways and Means—No report.

E. Unfinished Business:

1. Commissioner Herr commented on a lengthy study and survey of facility rental rates. After some discussion it was moved by Commissioner McRae and supported by Commissioner Neller that a proposal to make minor changes in the present rental rate structure be presented to City Council for approval.

Carried.

2. The matter of window treatment in the Small Auditorium was referred to the Building and Properties Committee.

F. Manager's Report:

1. Rental Report, Operating Statement and Budget Balance Sheet for July were presented.

2. Assistant Manager VerPlanck reported on I.A.A.M. Convention.

3. Assistant Manager VerPlanck advised Board of relocation of State Tax Office, west side of third floor. A motion by Commissioner Kamins and supported by Commissioner Neller that Assistant Manager VerPlanck take steps to rent vacant office space in building was carried..

4. P. O.'s were approved for:

Haughton Elevator Co., \$332.00;

Coca-Cola Btlg. Co. of Mich., \$332.31;

Lansing City Treasurer (VerPlanck to IAAM Conv.) \$341.80;

Board of Water & Light, \$2,209.75 & \$1,912.83.

G. New Business:

1. A motion was made by Commissioner McRae and supported by Commissioner Neller that George Baer of Rochester, N. Y., be selected as manager of the Civic Center was carried.

2. A motion by Commissioner Kamins, supported by Commissioner Neller authorizing the rental of comparable space in the Exhibition Hall at Small Auditorium rates to a tenant on September 6, 1962, was carried.

3. A discussion for the need of some type glass treatment on the west side of office building section to lessen sun and heat resulted in no action.

4. A request of Con-Con to occupy office space on main floor of Civic Center was deferred until more information on previous agreements could be verified.

5. Chairman King discussed need for Board to be considering items to submit to Capital Improvement Committee questionnaire.

6. A motion by Commissioner McRae and supported by Commissioner Pickett author-

izing Assistant Manager VerPlanck to advertise for bids on Main Lobby heating system was carried.

H. Announcements:

1. Next meeting Tuesday, September 18, 1962, at 7:30 p.m., Second floor Police Building.

I. Meeting adjourned at 9:30 p.m.

E. L. KAMINS,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, September 18, 1962

A. Meeting called to order by Chairman King at 8:00 p.m.

B. Roll Call:

Present: Commissioners King, Herr, McRae, Wilkinson, Neller and Pickett. City Councilman Baryames also present.

Absent: Commissioners Reilly and Kamins.

Chairman King on behalf of Board extended welcome to newly appointed Manager George Baer, attending his first meeting.

C. Minutes of August 21, 1962, meeting approved.

D. Report of Committees:

1. Building and Properties

Operating and Policy

(a) Commissioner Herr remarked on Con Con's restoration of Dining Room in September.

(b) Commissioner Herr read communication from Community Circle Players regarding payment of old account.

A motion was made by Commissioner McRae and supported by Commissioner Neller to accept proposal offered by Circle Players and letter stating plan to be retained by Mgr. Baer.

Carried.

(c) A discussion took place concerning further inquiries by Chamber of Commerce officials for treatment of windows in office building section.

(d) Commissioner Herr commented on meeting with Home Arama representatives. Copies of a let-

ter from this committee were given to Board members expressing need for additional parlors and reduction in stage-hand fees. Commissioner McRae moved and was supported Commissioner Wilkinson to furnish Home Show with four parlors at no charge.

Carried.

The Board expressed need of further study on stage hand charges.

2. Parking

No report.

3. Personnel and Salaries

No report.

4. Purchasing

Asst. Mgr. Ver Planck was requested to pursue matter of bids on towels, uniforms and related supplies.

5. Veterans

No report.

6. Ways and Means

A study of long range Capital Improvement needs for the Civic Center was assigned to Commissioner Neller and committee.

E. Unfinished Business:

1. The study of a Band Shell for the Main Auditorium stage was commented on and the committee urged to pursue matter further.

2. Matter covered in Committee report.

F. Manager's Report:

1. Rental report, Operating Statement and Budget Balance Sheet for August presented.
2. Asst. Mgr. VerPlanck commented on office building rental space.
3. Covered under Committee reports.
4. P.O.'s were approved for: Board of Water and Light, \$2,404.91; Coca-Cola Btlg. Co. of Michigan, \$200.16.

G. New Business:

1. Hal Filday and Mr. Martin of Youth Talent Show entered meeting to discuss rates for 1963 Youth Talent Show. It was agreed that the proper rate according to the approved schedule should be \$2,650.00 instead of \$1,717.50 for the eight day show.

2. Commissioner Herr stated that the study of the catering situation would be completed very shortly.

3. A discussion took place regarding the usage of the lounge for scheduled events and possible rates to charge.

No action was taken.

H. Announcements:

1. Next meeting Tuesday, October 9, 1962, 7:30 p.m., second floor Police Bldg.

I. Meeting adjourned 10:00 p.m.

E. L. KAMINS,
Secretary.

B/C

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, October 9, 1962

Minutes of Regular Meeting of Civic Center Board Tuesday, October 9, 1962.

A. Meeting called to order by Chairman King at 7:30 p.m.

B. Roll Call:

Present: Commissioners King, McRae, Neller, Pickett, Wilkinson and Kamins.

Also present: Councilman Baryames.

Absent: Commissioner Reilly and Herr.

C. Minutes of September 18, 1962 meeting approved.

D. Report of Committees:

1. Building and properties
Operating and Policy: No report.
2. Parking: A motion by Commissioner Neller and supported by Commissioner Pickett authorizing the Parking Committee to make necessary repairs to parking lot surface was carried.
3. Personnel and Salaries: No report.
4. Purchasing: No report.
5. Veterans: No report.
6. Ways and Means: Commissioner Neller reported on progress of 10 year Capital Improvement report.

E. Unfinished Business:

1. Commissioner Kamins reported that Band Shell project is being pursued further.
2. A letter from Attorney Paul Younger was read by Chairman King, relative to unpaid bill for removing dirt from Civic Center parking lot October 3, 1961. Manager Baer was instructed

to confer with City Attorney about matter.

3. Manager Baer presented a new rate structure for Main Auditorium and Exhibition Hall. Board suggested Manager Baer draft rental structure for all facilities and meet with Building and Properties Committee for further study.

F. Manager's Report:

1. A proposal to accept bid of Service Window Cleaning Co. for washing Civic Center windows was presented.
2. P.O.'s were approved for: Coca-Cola Bottling Co. of Michigan, \$444.04; Wotring Bros., \$229.00.
3. A motion by Commissioner McRae and supported by Commissioner Pickett authorizing Manager Baer to install paper towel service for rest room was carried.

G. New Business:

1. Comments were made by Councilman Baryames pertaining to concession operations not being adequate at certain occasions, catering fees when caterer bring own dishes. Also, stated was City policy of not paying traveling expense of persons interviewed for City positions.
2. Manager Baer read communication from Insurance Agent Derwood Boyd relative to liability insurance for Civic Center formerly carried by his firm now being incorporated in blanket coverage policy carried by City of Lansing.

H. Announcements:

Next meeting, Tuesday, November 13, 1962, 7:30 p.m., Police Building.

I. Meeting adjourned 9:30 p.m.

E. L. KAMINS,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, November 13, 1962

A. Meeting called to order by Chairman King at 7:30 p.m.

B. Roll Call: Present—Commissioners King, Herr, Pickett, Reilly and Neller.

Absent—Commissioners McRae, Kamins and Wilkinson.

C. Minutes of October 9, 1962, meeting approved.

D. Report of Committees:

1. Bldg. & Properties, Operating & Policy—(a) Comm. Herr reported on Dining Room restoration by Con-Con. Board Chairman, Mayor and City Attorney to sign forms showing work completed satisfactorily. Comm. Herr also commented on meeting held Nov. 12 with caterers and members of board.

A motion by Comm. Herr, supported by Comm. Neller to discontinue furnishing china and silverware and requires caterers to supply own after Jan. 1, 1963; also instruction to Manager Baer to plan to dispose of present supply of same retaining only 50 each of cups, saucers, small plates, forks, knives and spoons was carried.

(b) A motion by Comm. Reilly and supported by Comm. Neller that effective Jan. 1, 1963, the catering fee be reduced from 13% to 12% was carried.

2. Parking—Comm. Reilly commented on future plans of resurfacing parking lot.

3. Personnel and Salaries—Manager Baer read a communication from City Council relative to procedure to follow in requesting additions to staff in future budget.

Motion by Comm. Pickett, supported by Comm. Reilly that Manager Baer request

the creation of a position for a second Assistant Maintenance Man for the staff was carried.

4. Purchasing—(a) Comm. Neller moved and was supported by Comm. Pickett to accept the bid of Wenger Music Co. to furnish a portable Band Shell for the Civic Center stage.

Motion Carried.

(b) A motion by Comm. Herr, supported by Comm. Pickett that bill from E. A. Anderson Excavating Co. for removal of dirt from parking lot be paid was carried.

5 Veterans—Comm. Reilly suggested that Vets Committee and Manager Baer schedule meeting with Lansing Council of Veterans Organizations.

6. Ways and Means—Need for certain items to be included in the Capital Improvement Plans was reported on by Comm. Neller.

Moved by Comm. King and supported by Comm. Pickett that following projects be submitted in report to Planning Board: Little Theater, Air-Conditioning for entire building, Office Bldg. improvements, parking ramp or lots, remote control panel for mechanical controls.

Carried.

E. Unfinished Business:

1. A motion by Comm. Reilly supported by Comm. Pickett that rental rate structure submitted by Manager Baer with interpretations included regarding Commercial and Non-Commercial rates be adopted and presented by City Council for approval.

Carried.

F. Manager's Report:

1. Rental report, Operating Statement and Budget Balance Sheets for September were presented.

2. Manager Baer commented on plan to install check room equipment and service on mezzanine floor of Main Auditorium, and provide similar service in first room in Corridor C.

3. Manager Baer stated that estimate of \$180.00 to supply drapery material for orchestra pit railing had been accepted.

4. A study conducted by D. T. Randall Co. disclosing need for alterations to thermostatic control system was explained by Manager Baer. Board recommended that work proceed on this matter with funds in current budget.

5. Manager Baer announced that bids

were being invited for purchase of scrubbing machine as provided in current budget.

6. P.O.'s were approved for: Board of Water & Light \$2476.29 & \$2464.62; Amusement Business, \$200.00; J. I. Holcomb Mfg. Co., Inc. \$233.75; Lanco Electric Co., \$218.05; A. F. Runnel Studios, \$4541.00.

G. New Business—None.

H. Announcement:

1. Next meeting, Tuesday, December 11, 1962.

I. Meeting adjourned 10:00 p.m.

E. L. KAMINS,
Secretary.

B/C